



**STATE OF MONTANA
MONTANA DEPARTMENT OF TRANSPORTATION
JOB PROFILE**

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Update

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Formal Review

Date Submitted _____

SECTION I - Identification

Working Title: Acquisition Section Supervisor

Department: Transportation

Job Code Number: 131857

**Division & Bureau: Engineering
Right of Way Bureau**

Job Code Title: Project Facilitation Specialist

Section & Unit:

Pay Band: 7

**Work Address: 2701 Prospect Avenue
PO Box 201001
Helena, MT 59620-1001**

Position Number: 60064

Phone:

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FLSA Exempt

☒

FLSA Non-Exempt

☒

Non-Union

☐

MPEA

☐

Blue Collar

Profile Completed By: Rob Stapley

Work Phone: 444-6063

Work Unit Mission Statement or Functional Description:

The Montana Department of Transportation's (MDT) mission is to serve the public by providing a transportation system and services that emphasize quality, safety, cost effectiveness, economic vitality and sensitivity to the environment.

The Engineering Division prepares projects for bidding and coordinates highway construction. The Division is made up of the Materials, Construction, Construction Engineering Services, Research, Legal, Right of Way, Bridge, Traffic and Safety, Consultant Design, and Highways bureaus; the Engineering Information section; and five District Construction Offices in Missoula, Butte, Great Falls, Glendive, and Billings for budget and workforce purposes.

The Right of Way Bureau (ROW) acquires land for transportation projects and administrative needs. It also provides assistance and payments to individuals and businesses relocated by highways; designs the right of way; and arranges for utilities relocation that conflict with highway construction.

The Acquisition Section within ROW is responsible for the management of the real estate appraisal, acquisition, and outdoor advertising functions of MDT in the districts and headquarters, including development of policies, procedures, and special instructions needed to carry out the necessary functions of these units; provide professional appraisal and technical assistance to staff and fee appraisers; review all appraisals performed by staff and fee appraisers to ensure that they conform to

current appraisal standards, are factually correct, meet legal requirements, and accurately estimates the value of property to be acquired and any loss in value to the remainder property; provide professional acquisition and engineering advice and technical assistance to staff and fee acquisition agents working under contract with ROW; review all negotiations performed by staff and fee acquisition agents to ensure that they conform to MDT and Federal Highways Administration (FHWA) standards, are factually correct, meet legal requirements, and accurately reimbursed the value of the property to be acquired and any loss in value to the remainder property; monitors and enforces control of Outdoor Advertising statewide to identify and ensure removal of unlawful advertising signs adjacent to the National Highway System (NHS) and the primary highway system. This Section is responsible for providing technical education and assistance for development of staff and contracting with fee appraisal and acquisition agents for appraisal and acquisition services.

Describe the Job's Overall Purpose:

This position serves as the Acquisition Section Supervisor for MDT's Right of Way Bureau. The position performs administrative, supervisory, and complex technical work in managing the Acquisition Section. The position is responsible for planning, directing and monitoring appraisal, acquisition, and outdoor advertising for state wide projects; administering section operations; and performing a variety of other duties as assigned.

The position reports to the ROW Bureau Chief and supervises four positions (4.0 FTE) within the section. Overall supervision of the Section includes a total of 16 FTEs. The position oversight and compliance responsibilities include 5 Districts with Right of Way Supervisors and Right of Way Agents in each District.

<i>SECTION II - Major Duties or Responsibilities</i>		<i>% of Time</i>
<u>A. PROGRAM ADMINISTRATION</u>		<u>40%</u>
1.	Directs, plans, and oversees the delivery of all right-of-way (ROW) systems, procedures, and projects through the Appraisal, Acquisition, and Outdoor Advertising (OAC) units. Develops short and long-term plans, objectives, and systems to ensure effective integration of multiple ROW functions; compliance with State and federal regulations; and responsiveness to broader construction project priorities, timelines, and requirements. This involves assessing statewide construction processes, planned and active projects, property law, and public concerns; determining potential impacts and necessary program or system changes; and developing long-term management strategies for ensuring the quality, efficiency, and cost-effectiveness of projects.	
2.	Develops and recommends appraisal, acquisition, and OAC policies, procedures, and specifications that agree with State and federal requirements. This involves assessment of changes in national standards, construction project trends, industry practices, local land use issues, state land management initiatives, etc., and developing new approaches to policy and program issues. Conducts periodic policy reviews to identify ways to expedite the ROW process and meet ready dates in a more timely and efficient manner.	
3.	Evaluates the ongoing operations and activities of the Appraisal, Acquisition, and OAC units to develop new systems, processes, and standards that promote integration, consistency, and efficiency of various functions. This involves conducting workflow, cost, and process analyses; determining specific areas of enhancement; and developing and implementing operational improvements.	

4. Researches, develops, reviews, and recommends implementation strategies for new technology and advancements related to appraisal, acquisition, OAC, and related issues that may affect MDT operations. Serves as the ROW Information Technology (IT) representative to research and recommend new and innovative applications, technologies, and web-based information systems; oversee implementation; and coordinate user training. In addition to past and current practices, the position must assess trends and predict standards and criteria on a long-term basis (i.e., decisions regarding ROW activities may impact other MDT program activities).
5. Researches, monitors, and evaluates new and changing State legislation and federal rules to determine actual and potential impacts to ongoing right of way processes. Develops position statements to explain and defend the Department's position on statutory changes. Advises Bureau Chief, Division Administrator, District Administrators, and other MDT executives and program managers regarding integration and impacts of new requirements.
6. Maintains liaisons with the Federal Highway Administration; District offices; other MDT divisions; and State, local, and tribal agencies. This involves exchanging information to gain cooperation, coordinate activities, explain projects, and resolve conflicts; interpreting statutes and regulations; developing memoranda of understanding; negotiating the use of staff and other resources; and coordinating and directing cooperative projects.
7. Directs the preparation of reports, studies, summaries, research proposals, special reports, instructions, and procedures related to appraisal, acquisition, and OAC projects to ensure sound judgment and business practices are incorporated. Directs and oversees the development of program data (e.g., design plans, preliminary studies and cost estimates, economic and aesthetic impacts, environmental considerations, etc.) used to establish standards, specifications, and policies. Coordinates with department Information Systems Specialists (e.g., ISD, EISS, etc.) to develop and implement improved program management, tracking, and reporting systems.
8. Provides expert guidance and oversight to engineering staff on construction projects and recommends changes that should be made on future contract plans to correct right of way difficulties and to improve the efficiency of the right of way planning process.

B. PROJECT MANAGEMENT

35%

1. Evaluates ROW and construction project plans to determine the impacts of proposed construction on properties to be acquired. Evaluates and approves special considerations and/or ROW design changes recommended by landowners, District Administrators, ROW staff, attorneys, and others to mitigate adverse project impacts, reduce costs, maximize human and material resources, and facilitate acquisition.
2. Directs the final review of all appraisals, right of way agreements, legal descriptions, deeds, exhibits, and other documentation for accuracy and compliance with State, federal, and administrative requirements. This involves interpretation of plans and specifications, assessing various options to resolve acquisition and appraisal problems and identifying the most cost-effective way to attain project results and compliance with requirements. Develops solutions to a broad range of problems to facilitate project completion and ensure compliance with federal and State construction and property requirements.
3. Organizes and conducts monthly project status and letting review meetings to coordinate problem resolution and keep all appropriate staff informed of project status. Determines who needs to attend meetings, sets topics and agendas, and follows-up to ensure commitments are met.

4. Provides oversight and guidance on appraisal, acquisition, and OAC processes that involve disputes (between sections or with landowners) or where the application of law and standards is unclear. This involves coordinating with designers and field staff regarding issues of ambiguity (i.e., does the department really need the planned ROW; economic, environmental, or aesthetic impacts of alternatives; engineering review of ROW alternatives, etc.).
5. Assesses various appraisal standards, processes, and rules (e.g., comparative sales analysis, cost approach, income approach, etc.) to determine the most applicable approach and the fair market value of property. Ensures agents are assigned appraisals and reviews commensurate with their certification and experience. Coordinates finalization of land values between the Appraisal and Acquisition Sections, negotiates settlements that exceed the authority of subordinate agents and supervisors, and reviews all settlements to ensure statewide consistency.
6. Directs ROW acquisition cases involving potential litigation or condemnation. Ensures the Bureau made all possible efforts to offer a fair market value to the landowner; describes the need and impact of proposed ROW acquisitions; attends settlement hearings to negotiate with landowners and their representatives; presents the State's case and expert opinion at hearings and in court; and recommends court testimony, settlements, and condemnations to legal staff. The position must weigh the good of the public against the individual rights of the landowner in determining whether to proceed with litigation or condemnation to acquire land.
7. Monitors compliance with established operational policies and procedures and achievement of goals through consultation and meetings with subordinate staff and supervisors (e.g., weekly meetings, status reports), personal review of subordinate work and project plans, and through discussions with other MDT staff and management. Monitors compliance with established policies in all sections and reviews and approves atypical or developmental methods and procedures.
8. Determines and recommends equipment procurement needs within the Acquisition Section including responsibility for developing specifications, ensuring compliance to Department procurement practices, developing EPP budget justifications and submitting requests, and integrating equipment into Bureau practices to ensure maximization of resources.
9. Provides information for the preparation of quarterly budgets by developing recommendations for allocations for annual fiscal operational plans and recommending spending priorities by reviewing past funding practices, anticipated projects and expenditures, program goals and objectives, and related personnel and other administrative expenses.
10. Determines the need for and oversees the development, negotiation, and monitoring of contracts for appraisal and acquisition services. This involves monitoring workforce needs, developing guidelines for consultants, reviewing and approving prospective consultants, and approving invoices.

C. STAFF MANAGEMENT

20%

1. Manages professional supervisory staff and indirectly supervises support staff (**16.0 total FTE**) within the ROW by reviewing and revising overall section work plans, priorities, and procedures, and monitoring progress through meetings and consultations. Conducts staff meetings, disseminates data, and promote information exchange for support and advancement of bureau goals. Provides oversight, guidance, training and hiring recommendation for approximately **5.0 FTE** district right of way supervisors and **21.0 FTE** district right of way agents.

2. Establishes and approves overall responsibilities, organizational structures, and allocation of positions within the Appraisal, Acquisition, and OAC units. Recommends and justifies requests for additional personnel. Develops and recommends rotational assignments to develop versatility and cross-training among personnel.
3. Determines training needs of staff through analysis of program effectiveness, new technology and policies, and staff performance. Prepares, presents, or arranges training through subordinate supervisors, personnel specialists, training offices, or outside consultants to ensure modern technology and the latest engineering design methods are used. Ensures consistency in the application of training opportunities for all staff. Ensures that personnel are properly supervised and trained to ensure project designs are cost-effective and meet required standards.
4. Identifies staffing needs and recruits and hires employees. This involves ensuring compliance with State and federal employment and civil rights law throughout the hiring process, assigning personnel screening and selection committees, reviewing results and making final recommendations for hiring, and ensuring proper training and orientation of new employees.
5. Evaluates the performance of all positions directly supervised and completes performance evaluations. Reviews work of positions indirectly supervised through assessment of subordinate supervisors' performance evaluations. Implements and monitors corrective actions including discipline and termination. Enforces disciplinary policies to ensure consistency in application of disciplinary action.
6. Ensures that staff complies with State and departmental personnel rules, regulations, and policies and collective bargaining agreements. Resolve grievances at the lowest level whenever possible.

D. OTHER DUTIES

05%

This position performs a variety of other administrative, project management, and public relations activities as assigned by the Bureau Chief in support of MDT's mission and Division objectives. This includes representing the Department at conferences and meetings, directing special projects, and attending ongoing education and training as directed.

The following duties and/or specific tasks listed under section II above are considered "essential functions" because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):

The following duties are considered essential functions because they require specialized expertise and skill and are the primary reasons the job exists:

Duty A: Program Administration
Duty B: Project Management
Duty C: Staff Management

The following mental and physical demands are associated with these essential functions:

PHYSICAL

- Light lifting (less than 10 lbs.)
- Carry light items (papers, books, small parts)
- Remaining seated for extended periods of time, with occasional walking; standing; bending

- Travel within the state to project locations, and out of state travel by airline to national conferences and meetings.
- Operating a personal computer
- Communicate in writing, in person, and over the phone
- Ability to drive long distances

MENTAL

- Deal with the public on a regular basis
- Ability to multi-task
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines
- Decision making that affects public health and safety
- Computing arithmetic operations
- Comparing data
- Compiling information
- Analyzing
- Coordinating
- Synthesizing
- Negotiating
- Instructing

Does this position supervise others? ☒ Yes ☐ No

Number directly supervised: 4 FTE

Position Number(s) of those supervised: 60013, 60019, 60023, 60221

Overall indirect supervision includes a total of 12 FTEs. The position oversight and compliance responsibilities also include Right of Way Supervisors and Right of Way Agents located in all 5 Districts, a total of 26 FTE.

Attach an Organizational Chart.

SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.

Critical knowledge and skills required for this position:

KNOWLEDGE:

This position requires extensive knowledge of the concepts and theories of real estate appraisal, including the principles of eminent domain, real estate law as it applies to land titles and transfer documents, and appraisal and acquisition of real property. The position also requires knowledge of contract administration; applicable state and federal property management requirements and standards; technical and legal documentation standards; principles of negotiation and conflict management; and a working knowledge of land surveying, highway engineering and design, and construction methods and materials. Administration of the Acquisition Section also requires knowledge of program development, management, and budgeting methods. Supervisory responsibilities require knowledge of Department and State personnel procedures and policies, employment law, program requirements, and personnel management practices and techniques.

SKILLS:

This position requires skills in budgeting, management, and supervision of a large and varied work unit; communication; project implementation; controlling and motivating a diverse group of personnel; and developing and administering a number of diverse programs and provide effective program administration; to establish priorities and goals to meet the MDT mission and objectives; to develop rules, standards, policy and procedures, interpret complex legal documents and agreements; to

establish and maintain effective relationships with other agencies and the general public; to communicate effectively verbally and in writing.

Behaviors required to perform these duties:

See MDT Core Behaviors

Education:

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No education required | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent | <input checked="" type="checkbox"/> Related Bachelor's Degree |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree |

Please specify the acceptable fields of study:

Acceptable: Business Administration, Public Administration, Real Estate, Finance

Experience:

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- | | |
|---|---|
| <input type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 years |
| <input type="checkbox"/> 1 year | <input type="checkbox"/> 4 years |
| <input type="checkbox"/> 2 years | <input checked="" type="checkbox"/> 5 years |

Other specific experience (optional):

Of the five years, must possess at least three (3) years supervisory experience.

Alternative Qualifications:

This agency will accept alternative methods of obtaining necessary qualifications.

☒ Yes ☐ No

Alternative qualifications include:

Equivalent combination of education and experience will be considered on a case by case basis.

SECTION IV – Other Important Job Information

- | | |
|--|---|
| <input type="checkbox"/> Fingerprint check | <input type="checkbox"/> Valid driver's license |
| <input type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe |

Other information including working conditions such as shifts, lifting requirements, travel or hours.

SECTION V – Signatures

Signature indicates this statement is accurate and complete.

Employee:

Name: _____ Title: _____

Signature: _____ Date: _____

Immediate Supervisor:

Name: _____ Title: _____

Signature: _____ Date: _____

Bureau Chief:

Name: _____ Title: _____

Signature: _____ Date: _____

Division/District Administrator:

Name: _____ Title: _____

Signature: _____ Date: _____

Department Designee:

Brent Rabe/Designee

Human Resources Administrator
Human Resources Division

Signature: _____ Date: _____